

Suffern Free Library - Code of Conduct

Approved by Suffern Free Library Board of Trustees on May 24, 2022

This policy supersedes all prior policies and practices relative to this subject.

The Suffern Free Library is dedicated to providing an atmosphere that is both safe and conducive to using Library materials, equipment, and services without Library users or staff being disturbed, impeded, endangered, or threatened. Appropriate Library conduct includes such activities as studying, gathering information, and other similar conduct normally associated with a public Library.

Library users of all ages, including children, are expected to conduct themselves in a manner that respects the personal privacy, rights, and safety of others and allows all Library users and staff to accomplish their intended Library tasks in a safe, pleasant, and orderly atmosphere.

Behavior that is *unacceptable* in the Library or on Library property includes but is not limited to the following:

Disruption of Library operations by activities such as: excessive noises, horseplay, running, abusive language, blocking movement, poor hygiene, sleeping or displaying public intimate affection;

Damage or inappropriate use of Library materials, facilities or property such as computers, books, furniture, restrooms, building exterior, or parking lot.

Refer to the Library's *Bulletin Board* policy: *Users must have the approval from Library staff to post or distribute materials or to enter non-public areas of the Library.*

Solicitation of Library users or staff for money, products, services, causes, or signatures for political, religious, or other petitions is prohibited.

Cell phones, smoking, eating and drinking are allowed only in designated areas.

Bicycles, skate boards, scooters, etc., must be left at the bicycle rack provided at the front entrance.

Shirts and shoes are required to be worn at all times in the Library.

Only personal service animals are allowed on the premises, except animals that are part of Library programming.

Unauthorized use of the Library's computer network or failure to comply with the Library's *Internet Access and Use policy* may result in suspension of Library privileges.

In cases of disruptive behavior customer identification including name, address and phone number may be requested.

Police may be called to intervene with criminal behaviors such as theft, assault, illegal drugs, alcohol,

public drunkenness, gambling, vandalism, possession or use of unauthorized weapons, or willful misrepresentation of personal identity.

This list is not meant to be all-inclusive and Library staff reserves the right to impose further restrictions or allowances as deemed necessary to maintain the pleasant operation of the Library for its users and staff.

The Library is not responsible for personal property lost or damaged in or around the Library.

The Library reserves the right to inspect contents of any bag, knapsack, briefcase etc.,

Violation of these rules may result in exclusion from the Library building and/or suspension of Library privileges.

See also the Library's *Unattended Children, Youth, and Dependent Persons* policy for disruptive children, youth, or dependent persons.